

M e m o r a n d u m

Date: May 7, 2010

To: Telecommunications Section

Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.015096.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of the Office of the State Chief Information Office (OCIO) Santa Clarita radio repair facility (formerly Department of General Services) was conducted on January 12, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property located at the OCIO Santa Clarita radio repair facility was completed by the Property Inspector (PI) on April 14, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI selected all items listed under telecommunications (see Attachment C). No property was found under the general inventory control (Attachment B). Additionally, the PI randomly chose CHP-owned telecommunications equipment found at the OCIO Santa Clarita radio repair facility and compared them to the appropriate inventory records.

According to the OPI inventory list, the OCIO Santa Clarita radio repair facility had a total property inventory population of two items. When comparing equipment recorded on the predetermined property inspection list to equipment located at the OCIO Santa Clarita radio repair facility, one item (R39612) was located at the radio repair facility. The other item (R77533) was found at a remote site called the "Water Hole," which is currently being used to service the turquoise radio frequency.

When comparing equipment located at the OCIO Santa Clarita radio repair facility to the OPI inventory list, none of the items reconciled. According to Senior Technician Dave Tello, the extra items at his shop consist of equipment assigned to other locations that are currently there

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for repair, old equipment that is in the process of being returned to the OCIO Sacramento warehouse, or new/replacement equipment requiring installation at various locations. Mr. Tello was unable to produce a DGS Client Equipment Exchange form (TD 944) to verify the reason for the presence of additional CHP-owned equipment at his location. The property inspection results of equipment located at the OCIO Santa Clarita radio repair facility not listed on the OPI inventory list is summarized in Attachment A.

I request your command research and investigate the discrepancies noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI and OCIO to rectify the variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory record. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Information Management Division by July 6, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Staff
Information Management Division
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
TELECOMMUNICATIONS SECTION (047)
OCIO SANTA CLARITA RADIO REPAIR FACILITY (0942)
APRIL 14, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Fixed Receiver - rack type	R77533				X		Equipment is assigned to DGS0942, but was found and in use at a remote site called "Water Hole." No TD 944 was available to reflect installation of the equipment at the remote site. Assigned to 514.RS.51420.0, but was found at DGS0942. Dave Tello stated the item is scheduled to be sent back to the OCIO (formerly DGS) Sacramento warehouse on 4/19/10. The TD 944 was not available at the time of inspection.
BASE STATION	R39171		X		X		Assigned to 545.00.00.0, but was found at DGS0942. Dave Tello stated the item is scheduled to be sent back to the OCIO Sacramento warehouse on 4/19/10. The TD 944 was not available at the time of inspection.
CONSOLE REMOTE CONTROL P030617	R55048		X		X		Assigned to DGS.D.0321.0, but was found at DGS0942. Dave Tello stated this item will be installed at Tejon Peak to replace the old blue station. The TD 944 was not available at the time of inspection.
BASE STATION	R338984		X		X		Assigned to DGS.D.0321.0, but was found at DGS0942. Dave Tello stated this item will be installed at Hauser Peak to replace the old blue station. The TD 944 was not available at the time of inspection.
BASE STATION	R338954		X		X		

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BASE STATION	R338956		X		X		Assigned to DGS.D.0321.0, but was found at DGS0942. Dave Tello stated this item will be installed at Los Pinetos Peak to replace the old blue station. The TD 944 was not available at the time of inspection.
BASE STATION	R338995		X		X		Assigned to DGS.D.0321.0, but was found at DGS0942. Dave Tello stated this unit is a spare from Southern Division and will be sent back to the OCIO Sacramento warehouse once the CHPRS project is completed. No TD 944 available at the time of inspection.
BASE STATION	R338663		X		X		Assigned to DGS.D.0321.0, but was found at DGS0942. Dave Tello stated this unit is a spare from Southern Division and will be sent back to the OCIO Sacramento warehouse once the CHPRS project is completed. The TD 944 was not available at the time of inspection.
Fixed Base Station	R89591		X		X		Assigned to 514.RS.51410.0, but was found at DGS0942. Per Dave Tello, this item is in the process of being returned to the OCIO Sacramento warehouse. The TD 944 was not available at the time of inspection.

ATTACHMENT B

**THERE WAS NO ICU PROPERTY TO
INSPECT**

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
TELECOMMUNICATIONS SECTION (047)
OCIO SANTA CLARITA RADIO REPAIR FACILITY (0942)

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R39612	Fixed Receiver - rack type		6947247	X					
2	R77533	Fixed Receiver - rack type	UnknPer02	wasDGS0942	805341328	X			X	Assigned to DGS0942, found at a remote site called Water Hole.
...										
EQUIPMENT TO INVENTORY LIST										
1										
...										
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)										
1	R39171	BASE STATION		201CK0068			X			Assigned to 514.RS.51420.0, found at DGS0942.
2	R55048	CONSOLE REMOTE CONTROL P030617		216			X			Assigned to 545.00.00.0, found at DGS0942.
3	R338984	BASE STATION		2555128			X			Assigned to DGS.D.0321.0, found at DGS0942.
4	R338954	BASE STATION		2555124			X			Assigned to DGS.D.0321.0, found at DGS0942.
5	R338956	BASE STATION		2555127			X			Assigned to DGS.D.0321.0, found at DGS0942.
6	R338995	BASE STATION		2555163			X			Assigned to DGS.D.0321.0, found at DGS0942.
7	R338663	BASE STATION		2446003			X			Assigned to DGS.D.0321.0, found at DGS0942.
8	R89591	Fixed Base Station		231500070			X			Assigned to 514.RS.51410.0, found at DGS0942.
...										

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

Item Number

Look up by

Tag # Serial #

Look up

Asset Information

Asset # R39171

SN 201CK0068

Model # C71RTB3106

Description BASE STATION

Vendor Name

Warranty End

Asset Key BASE STATION.C71RTB3106.NONE

Location 514.RS.51420.0

Vehicle # Waterstn

Assigned to Vehicle LC# LocdPer00

Item Number

Look up by <input checked="" type="radio"/> Tag # <input type="radio"/> Serial # Look up
--

Asset Information**Asset #** R55048**SN** 216**Model #** ULTRACOM96DT**Description** CONSOLE REMOTE CONTROL P030617**Vendor Name****Warranty End****Asset Key** CONSOLE REMOTE CONTROL P030617.ULTRACOM96DT.NONE**Location** 545.00.00.0**Vehicle #****Assigned to Vehicle LC#**

Item Number

Look up by	
<input checked="" type="radio"/> Tag #	<input type="radio"/> Serial #
Look up	

Asset Information

Asset # R338984

SN 2555128

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 05-DEC-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location DGS.D.0321.0

Vehicle # PEND

Assigned to Vehicle LC# TEJON PK

Item Number

Look up by Ⓜ Tag # Ⓒ Serial # Look up

Asset Information

Asset # R338954

SN 2555124

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 05-DEC-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location DGS.D.0321.0

Vehicle # PEND

Assigned to Vehicle LC# HAUSER

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information**Asset #** R338956**SN** 2555127**Model #** VHF LOW BAND, 71-BS105**Description** BASE STATION**Vendor Name** COMTRONIX OF HEMET**Warranty End** 05-DEC-2014**Asset Key** BASE STATION.VHF LOW BAND, 71-BS105.NONE**Location** DGS.D.0321.0**Vehicle #** PEND**Assigned to Vehicle LC#** LOS PINETO

Item Number

Look up by
<input checked="" type="radio"/> Tag # <input type="radio"/> Serial #
Look up

Asset Information

Asset # R338995

SN 2555163

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 05-DEC-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location DGS.D.0321.0

Vehicle # PEND

Assigned to Vehicle LC# TEJON PK

Item Number

Look up by Ⓜ Tag # Ⓢ Serial # Look up

Asset Information

Asset # R338663

SN 2446003

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 14-OCT-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location DGS.D.0321.0

Vehicle #

Assigned to Vehicle LC#

Item Number

Look up by
<input checked="" type="radio"/> Tag # <input type="radio"/> Serial #
Look up

Asset Information**Asset #** R89591**SN** 231500070**Model #** 71-1150-BB-CA-SPL**Description** Fixed Base Station**Vendor Name** COMTRONIX OF HEMET**Warranty End****Asset Key** Fixed Base Station.71-1150-BB-CA-SPL.NONE**Location** 514.RS.51410.0**Vehicle #****Assigned to Vehicle LC#**